



This Document is for Nokia S60 V3+ devices only. OpenHand allows you to access and update your email, calendar, contacts and tasks from a variety of Nokia devices.

Please ensure that your phone is data enabled via GPRS or GPS, your phone manual and service provider will give you the information you need to do this. The document 'Setting up your GPRS connection for Nokia's' for your particular providers details.

Installing the OpenHand Client




The OpenHand client can be downloaded direct to your device.

Before you attempt to install please check the following setting to allow the installation to complete

1. Select  and open .
2. Ensure that the Software Installation is set to **All**
3. Exit the Application Manager; you will now be able to install OpenHand to your phone.
4. Using the inbuilt internet browser for your device navigate to www.openhand.info
5. Select the 'Nokia S60 V3' link to continue.
6. Click on the link 'Directly to Device' for your preferred language.
7. When the download is complete you will be asked if you wish to install the client.
8. Ok this. The client should now install.

Creating a shortcut

You can add a quick shortcut to your phone for easier access to load the OpenHand application.

1. Select the  icon followed by  and then .
2. Select 'Standby Mode' and change the options for the Left or Right select key or set as an Active standby app (the shortcuts on the top bar from the main Nokia screen)

Setting up the OpenHand Client for your Nokia device

The following details will allow you connect your OpenHand client.

1. From the Main OpenHand screen select 'Options'



2. Followed by 'Settings' and 'Account'
3. Enter the correct information for:

User Name: - is your login name

Password: - is the password to login in

Note: Saving of the password can be disallowed by your IT Administrator.

Local Password: - will allow you to set a password to access the OpenHand application and secure your email without affecting the use of your handset.



4. Using the joypad press right this will access the 'Connection' options, the following information is required:

Host Name: - being your Internet facing Ip address or name to access your mailbox.

Port: - being the port that is used to access the OpenHand server



Access Point: - allows you to choose a connection to connect to the internet with so you are not asked on every connection.

1. Select 'Access Point' followed by 'Options' and 'Add New'
2. Select the relevant GPRS connection for your provider (see the document 'Setting up your GPRS connection for Nokia's' for your particular providers details.)
3. 'OK', to save select 'Options' and 'Done'

NOTE: Once you have entered username/password Host, Port and setup the connection to APN no other configurations are required to connect to the server to pickup your email. The following information will show you how to customise and use of the advanced features for OpenHand.

Use SSL: - unless advised otherwise do not change this option

Client Update Notification : - if enabled will allow OpenHand to advise of new clients for your device

Security Key: - unless advised otherwise do not change this option

Update

Update Interval: - Here you can set how often your device checks for new emails

Update From & To: - Here you can set a 'from' and 'to' time to check for new emails between. I.e. 7am and 7pm (24hr format)

Click On 'Back' to take you to the main 'Settings screen' and select 'Email'



Email

Email Alert Tone: - You can enable or disable a tone to alert you of new emails

Set Email Alert Tone: - Here you can browse your device for a custom Email alert tone.

Size of body Text: - This allows you to set the maximum size of the email to download as a default. If set to 0kb only the header (subject line) of the emails will be downloaded.

Keep Data On Device: - Selecting 'ON' will allow you keep your emails on the device so they can be accessed even when not on-line; this option can be disabled by the server.

Signature - This enables you to create a signature, you can then choose to append the signature during the creating of an email.

Template: - This can be a sentence of often use phrases to save you typing them during the writing of an email click on 'Options' - 'Add Template' selecting the relevant saved template.



Calendar

Calendar Alarm Tone: - You can enable or disable a tone to alert you of an upcoming meeting

Set Calendar Alarm Tone: - Here you can browse your device for a custom Calendar alert tone.

Keep Data On Device - You are able to keep the current month and following month's calendar on the device, even when off-line so you won't miss those important meeting invites.




Contacts

Store Contacts On Device: - Allows you to keep your contacts on your device even when it is off-line

NOTE - These options can be disabled via your Server

Connecting your OpenHand Client

From the OpenHand main screen select the  Icon.




The following connection screen will be displayed. On each occasion that the OpenHand client makes a request to the server for logging in/Emails, Calendar and any request made to the server you will be presented with the connection bar.



Once you are connected the connection Icon will now

look like this 

Mail list

Select the  icon from the 'Main Menu' this will display the 'Inbox'



Open an existing Email

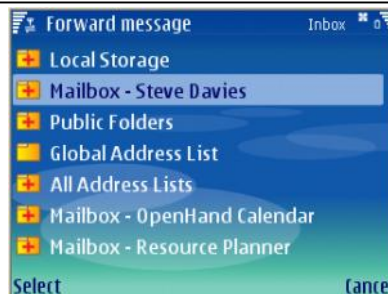
In the 'Inbox', highlight the required email and use the centre button on the joy pad to open.

Create a new Email

From the 'Inbox' select 'Options - 'New message'
A blank email is displayed.

Add an email address manually or from your contacts list by selecting 'Options' - 'Add recipient' followed by 'Search default folder'.

You will then be asked if you would like to 'Search in the Global Address List' select yes if you do or if you would like to search through your local contact select 'No'. You can then browse by highlighting your 'Mailbox - Username' and pressing the right joy pad button to expand the list. Highlight the 'Contacts' folder and tapping on the 'Select' button. (Your local contacts will then be set as the 'Default' with the option to change to another always available)



Enter the first or last name of a contact and select 'OK' to begin the search. Select the relevant User then if there are two email addresses select the relevant email address by highlighting and pressing the 'Select' button, the email address will be added.



To add a 'BCC' (Blind Copy Contact) select 'Options' followed by 'Add BCC', you will now be able to either manually enter the email address or search for one using the method above.

Reply to an Email

You can reply without opening the email by highlighting the email clicking on 'Options' - 'Reply' and either 'only to sender' - 'new mail to sender' or 'to all'. You can also reply by opening the email and clicking 'Options' followed by 'Reply' or 'Reply all' If the email is larger than the downloaded default you will be asked 'Do you want to retrieve all the text?' You will only forward what the phone has currently

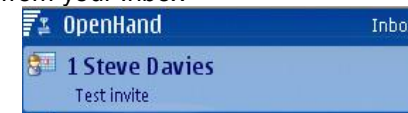
downloaded. The 'New Mail' screen will appear with the Address, Subject and Signature pre filled. Add another contact using the method described in 'Create a new Email'



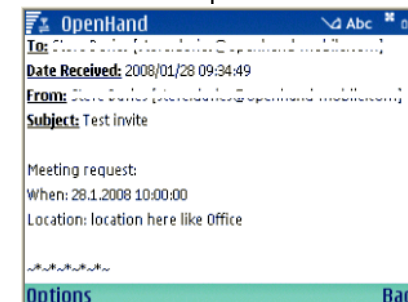
Type in your reply and click 'Options' - 'Send' You can save the message if you wish to go offline and work on it later by select 'Back' you will then be asked if you would like to 'Save as drafts' or 'Delete'. The message will be saved locally and can be found in the 'Drafts' Folder (in Local storage)

Meeting Invites

If you receive a meeting invite it will show like the following from your Inbox



Once the Email has been opened



Click on 'Option' - 'Reply' (or Reply All to include everyone invited)
You will then be given the following options:

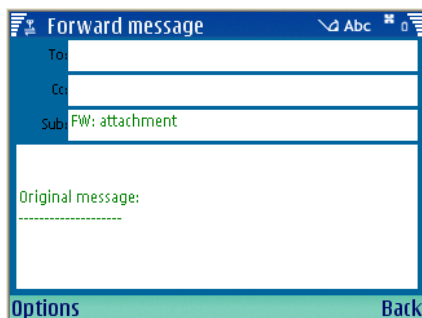
Accept Meeting – Will automatically send a reply to the sender accepting the invite.

Accept tentatively - Will automatically send a reply to the sender accepting the invite tentatively.

Decline Meeting - Will automatically send a reply to the sender declining the invite.

Forward an Email

You can forward the Email without opening by highlighting the email and select 'Options' followed by 'Forward' or open the email and select 'Options' again followed by 'Forward'. Add another contact using the method described in 'Create a new Email' The Email screen will be displayed. Note: any attachments that you forward will be attached via the server, they will not be shown in 'Attachments' as the file is still held on the server.



Refresh Emails

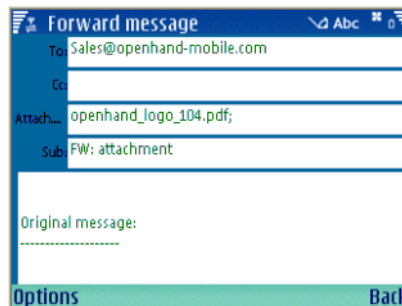
From the 'Inbox' highlight 'Check mail'; and press the centre joypad button or select 'Options' – 'Other' and 'Update Inbox 40'

Attach a File to your Email

Open a new, or reply/forward an Email select 'Options' followed by 'Attachment'. Select 'Options' – 'Add Attachment'

You will now be able to select an attachment from your device to add to the email, select the file and you will be taken back to the attachment screen. You can add

multiple files for attachments by selecting 'Options' – 'Add Attachment' again. When complete select the 'Back' button. Note: The attachment is now visible.



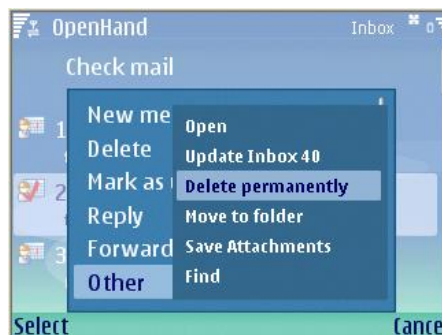
Saving an attachment

Open the Email and select 'Options' – 'Save Attachments' followed by 'Save'. The file will automatically download to the \Documents folder on your device.

Deleting an Email and permanently

From the 'Inbox', you can select multiple emails on the same page by left clicking the joypad to tick the box of the highlighted email.

Select 'Options' – 'Delete' or 'Options' – 'Other' and 'Delete permanently'



Delete will move the deleted file to the folder 'Deleted Items' folder

Deleting permanently will remove the emails permanently

Marking Emails

Select the email as you have for deleting emails, and select 'Mark as unread'.

Moving Emails to another Folder

As above select the emails followed by 'Options' – 'Other' and 'Move to folder'. Select the relevant folder you would like to move the email to (use right on joypad to open + and 'Select' to access a folder)

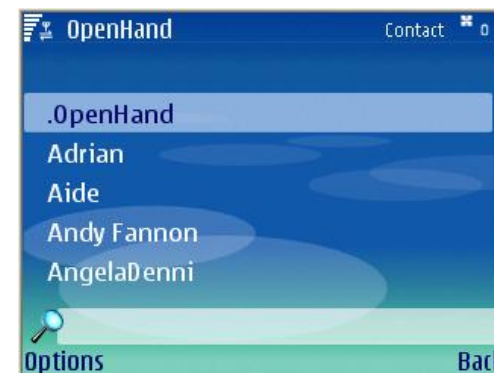
View Contact List



Select the icon from the 'Main Menu'

If you have the Option 'Store Contact On Device' set to 'ON' all your contacts are downloaded and are always accessible on your device whether offline or online. If the option is enabled to Store Contacts locally your device will show the 1st 20 contacts, use 'Page Down' to access more.

Note – This option may be disabled via the OpenHand server.



Opening and searching for an existing Contact

On the 'Contact List' page, open the required contact with the joypad. Alternatively you can search for a contact by typing in the first few letters of the name you are after, the results will be narrowed down accordingly.

If the contact has an email address open the contact and click 'Options' – 'Send mail', if there is multiple email addresses selecting the desired email address will automatically open a new email with the contact email address pre-populated.

To make a call from the contact select 'Options' – 'Phone to' and select the relevant no if more than one is available to call.

Access another Contacts Folder

On the 'Contacts' page, select 'Options' and 'Change folder' followed by 'Find folder...'
'Select' 'Mailbox – other username' or 'Global Address List' highlighting and 'Select' to access the folder.

Add a new Contact

On the 'Contacts' page, select 'Options' - 'New Contact' and enter the required information.
Select 'Options' - 'Save' when complete or 'Back' to discard changes.

Edit an existing Contact

You can either highlight the contact and then select 'Options' – 'Edit' or open the required contact.
Select 'Options' - 'Edit'
Make changes to the required information.
Select 'Options' - 'Save' or 'Back' to discard changes.

Delete a Contact

Highlight the Contact and click 'Options' – 'Delete'.

View Calendar



Select from the 'Main Menu'

Monthly View

Here you can view a months worth of your Calendar at a time, use the joypad to move around the month and the up/down arrows at the beginning/end of the month to change months. Highlight a day and open, you will then be able to see the calendar entries for that day.

Agenda View:

Select 'Options' – 'Agenda view'

The 'Agenda' view allows you to view upcoming appointments, it will show you the date when at least one appointment is due followed by all the appointments following on from the earliest entry.
To refresh the Calendar view manually, select 'Options' and 'Refresh month'.

Add a new Appointment

1. From either 'Agenda' or the 'Weekly' view select 'Options' – 'New event'
2. Fill the title, location, date, time and duration you can also enable the Alarm that will advise you before the meeting starts.
3. Enter a room no. if required.
4. Enter an email in the 'To' field or select 'Options' – 'Add recipient' and find a contact with an email address to add.

Edit an Appointment

1. From the 'Calendar' main page select an appointment to open it.
2. Change the required information and select 'Options' and either 'Save' or 'Back' to discard the changes'

Delete an Appointment

1. On the 'Calendar' page, highlight the appointment and select 'Options' followed by 'Delete'.

Viewing Calendar off-line

1. From the OpenHand Home screen Select 'Options', 'Settings' followed by the 'Calendar'
2. Confirm '**Keep Data On Device**' is set to 'ON'
3. When off-line, access your Calendar as you do normally.

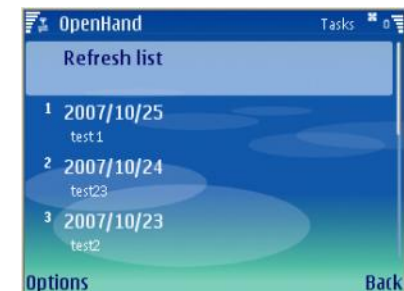
Tasks



Select the icon from the 'Main Menu'

Open/Edit a Task

1. To view a task highlight and using joypad hit the middle button
2. To edit the task make the relevant changes, then select 'Options' – 'Save' or 'Back' to discard the changes



Create a New Task

To create a New Task from the Task Main screen select 'Options' – 'New'

1. Fill in the necessary fields and then select 'Options' – 'Save' or 'Back' to discard the changes

Navigating the Folder Tree

The Navigate function allows you to view and access folders, both Local Storage and those in your Mailbox (Inbox, Contacts etc). On non-Exchange this may not be called Mailbox. Domino calls it "Mail" for example, and the contacts/calendar are not subfolders of Mail but rather siblings.

Note: 'Change Folder' is available to assist navigation throughout the application.

This will only allow you to go to folders of the same type (Mail to Mail and Contacts to Contacts). If you wish to go to a different type of folder e.g. you can also use 'Folders' from the Main screen to access and Folder shared/public etc.

1. Select 'Find folder..' to open the available list of folders accessible. To expand a tree select the box with a + sign next to the required folder tree. Then using the Joypad on your device press the centre button and the tree will expand for you



2. Highlight the required folder and choose 'Select'
3. To close the tree press the left button on the joypad.
4. To go back to main screen select 'Cancel' followed by 'Back'

NB During your connection any changes to the folder structure i.e. viewing someone else's calendar, each time you access the calendar during this connection period you will be taken to the shared folder as that was the last folder accessed. If you disconnect or quit the OpenHand application it will default back to your Calendar.